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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services Division DATE: 9 January 1951  
 FROM : Chief, Building Maintenance and Utilities Branch  
 SUBJECT: Report of Operations by the Building Maintenance and Utilities Branch  
 during the month of December, 1950.

## Volume:

- |       |   |           |
|-------|---|-----------|
| A. 1. | Requests for services on hand prior to December 1                                     | 2         |
| 2.    | Requests on hand two months old or older  | None      |
| 3.    | Requests for services on hand 31 December   | 20        |
| B.    | Requests for services received in writing during December                             | 123       |
| C.    | Telephone calls receiving during December   | 3400      |
| D. 1. | Number of quarterly work orders written   | 18        |
| 2.    | Orders submitted to GSA charged to quarterly encumbrance.                             | 105       |
|       | December allotment of quarterly encumbrance for alterations and renovations \$7384.00 |           |
| 3.    | Special orders submitted to GSA not charged to quarterly encumbrance.                 | 4         |
|       | a. Renovations (211-109) \$215,000.00   |           |
|       | b. Renovations (Other) 325.00   |           |
|       | Total \$215,325.00  |           |
| 4.    | Orders submitted to GSA nonreimbursable (written and verbal)                          | 325       |
| 5.    | Routine inter-office memorandums and inter-agency letters.                            | 45        |
| E. 1. | Space moves during December   | 18        |
| 2.    | Total personnel moved   | 286       |
| 3.    | Equipment moves   | 45        |
| 4.    | Man hours worked by GSA   | 1448      |
| 5.    | Estimated cost  | \$2128.00 |
|       | December allotment of quarterly encumbrance for Laborers and Trucks                   | \$5000.00 |
| F.    | Protective Services (GSA Guard Posts)   |           |
| 1.    | Reimbursable Posts  | 134 *     |
| 2.    | Non-reimbursable Posts  | 31        |
| 3.    | December allotment of quarterly encumbrance   | \$43,700. |

\* The report for the previous month indicates 88 GSA guard posts. It has been determined that instead of reporting a 24 hour post as one, that it should be considered to be 3 8-hour guard posts.

-2-

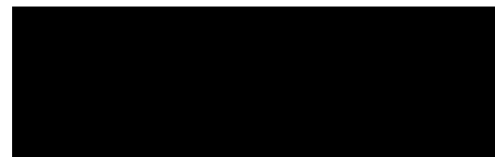
G. Monies paid to GSA during the month of December for services rendered during the month of September.

1. GSA Guards	\$39,569.94
2. GSA Laborers and Trucks	1,975.14
3. Alterations and Installations	3,731.22
4. National Security Council	9.32
Total	<u>\$45,285.62</u>

25X1A6a H. Space acquired ----  41,700 sq. ft.

Space released ---- None

25X1A9a



Attachment